Cotton Tales™
400021
Ages 4 to 8
Word Processing and
Desktop Publishing for
beginning readers.
YOU
Mindplay

Table of Contents

2 Introduction to Cotton Tales

2 Getting Started

4 Using Cotton Tales

10 Challenge Upgrade

12 For Further Study

14 Picture Dictionary Graphics

Key to Knowing

Mindplay

Introduction to Cotton Tales™

Cotton Tales™ is a picture and word processor for youngsters. It offers two primary learning activities:

1. An introduction to word processing.
2. Creative writing for the beginning reader.

Cotton is the on-screen bunny who helps youngsters place their pictures and words onto the screen. Additional easy-to-use picture menus guide children through picture and word selections, and enable them to type in their own words. Children will also learn how to use the word processor to insert, erase and copy. And when they are ready, they can begin to use disk utilities — save, load, print, clear, and delete — simply by following the picture menu.

Tales are the stories children will be able to tell. Even beginning readers will be able to write short stories by using pictures to represent words. A word dictionary helps young writers find the words they are unsure about. Plus, a built-in translating option lets children print out their stories as words.

Write a rebus. Write a story. Write a letter to a friend. Whatever children write, **Cotton Tales™** will be fun!!!

Cotton makes worksheets too! Simply by selecting **Worksheets** from the print portion of the program, you will be able to create worksheets — ideal tools for teaching and learning.

Getting Started

To use Cotton Tales™ in your computer:

IBM USERS:

Insert program disk into disk drive, label side up. If your machine has a hard drive, a C:> prompt will appear onscreen when you turn on the computer. In order to use **Cotton Tales™**, type the letter of the drive you will be using at the C:> prompt and press <**I**:ENTER/**A**:RETURN>. (E.g.: If you are using **Cotton Tales™** in the A drive, type "A:"at the C:> prompt. Once you press<**I**:ENTER/**A**:RETURN>, the C:>prompt will disappear and be replaced by the A:> prompt.)

Once the letter prompt of the drive appears on the screen, type PLAY and press <**I**:ENTER/**A**:RETURN>.

MACINTOSH AND APPLE USERS:

Before turning on the computer, insert program disk into drive (label facing up). The program should boot up automatically once the computer is switched on.

ALL COMPUTER USERS:

If you have an attached printer, put paper in place and turn the printer on. This will let you print out the finished work.

The following printers and cards are compatible with **Cotton Tales™**:

Imagewriter (serial interface)

Epson (parallel interface)

Grappler Plus

Pkaso Card

Silentype

***Important:* Never insert or extract the disk from the disk drive when the red light on the disk drive is on. Never turn the computer off when the red light on the disk drive is on.**

IBM COMPUTER USERS:

On the IBM computer, the ENTER key is used in place of the RETURN key. This has been noted in the text this way:<**I**:ENTER /**A**:RETURN>.

MACINTOSH USERS:

The <TAB> key should be substituted whenever the <ESC> key is used in these instructions. This has been noted in the text this way:(**M**:TAB).

The Main Menu

The Main Menu for **Cotton Tales™** includes the following:

Play Game
Instructions
Challenge Upgrade

Press the <Space Bar> to move the white highlight through these menu features.

Play Game

Press the <**I**:ENTER/**A**:RETURN> key when this feature is highlighted to play **Cotton Tales™.**

Instructions

Press the <**I**:ENTER/**A**:RETURN> key when this feature is highlighted to view on-screen instructions for **Cotton Tales™.**

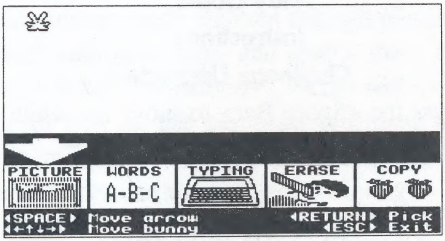
Challenge Upgrade

Press the <**I**:ENTER/**A**:RETURN> key when this feature is highlighted to customize **Cotton Tales'™** features. (See Challenge Upgrade™ on page 10).

Using Cotton Tales™

Select Play Game from the Main Menu. If you are playing on an IBM that is mouse capable, the question "Do you want to use the mouse instead of the keyboard for selections? (Y/N)" will appear. Press Y to select mouse option. If you select Y, you will be required to use the mouse in order to operate the program.

The writing screen will appear as follows:



The large area is for picture/word writing. Notice Cotton, the bunny cursor, in the upper left hand corner. Cotton shows the player exactly where the next word or picture will be placed. Use the arrow keys to move Cotton.

IBM USERS

IBM mouse users may move Cotton by positioning the pointer where they want him to be and pressing the mouse control button. Cotton will respond by hopping over there.

MAC USERS

Follow onscreen key prompts to move Cotton.

At the bottom of the screen is the Story Menu. This menu varies according to the options selected in Challenge Upgrade™.

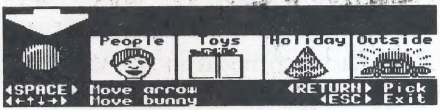
Using the Story Menu

Move the large arrow pointing to the menu choices by pressing the <Space Bar>. When the arrow is pointing to the desired choice, press the <I:ENTER/A:RETURN> key.

Mouse users can select menu choices by moving the pointer to the option they want and pressing the mouse control button.

Option 1: PICTURE

When the player selects **PICTURE**, a new menu will appear. This is the Picture Library.



If, in Challenge Upgrade™, the option titled **GROUPING** is set to ON, pictures will be grouped by categories as follows: People, Toys, Holiday, Outside, Food, Animals, Zoo, House, Things, Action, Numbers, and Symbols. These choices will be presented in groups of 4. In order to view the next group of 4, select (either by using the arrow keys or the mouse) the round "button" at the far left edge of the menu group. This done, the group of 4 will disappear to be replaced by another group. By using the <Space Bar> and <I:ENTER/**A**:RETURN> key, or the mouse, the player first picks a category. Then the player may view all the pictures in that category and choose the desired picture.

(As noted earlier, the menu options will appear in groups of 4. Select the round button to browse the group options.)

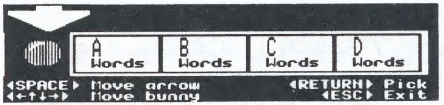
If **GROUPING** is set to OFF, pictures will appear without the necessity of picking a category first.

The round button on the left is a shortcut for looking through the categories and the Picture Library quickly. When chosen, it takes the player directly to the next set of categories or pictures.

To pick a picture to appear in the writing area, use the Space Bar to position the large arrow over the desired picture and press <I:ENTER/**A**:RETURN>. IBM mouse users may do so by positioning the pointer and pressing the mouse control button. To return to the Story Menu, press the <ESC>(**M**:TAB) key, or, if you are using an IBM mouse, follow the onscreen mouse instructions to press the right-hand key on the mouse device.

Option 2: WORDS

When the player selects **WORDS** from the Story Menu, a new menu will appear. This is the Word Dictionary.



The round button on the left is a shortcut for looking through the dictionary. It takes the player directly to the next set of words.

By using the <Space Bar> and <I:ENTER/**A**:RETURN> key, (or the mouse), the player first selects the category of words desired. Next, the player looks for the word he or she wants. Then the player uses the <Space Bar> or mouse pointer to position the large arrow over the desired word and the

<I:ENTER/**A**:RETURN> key (or mouse control key) to pick it. (If **GROUPING** is turned OFF in Challenge Upgrade™, the player will not need to select a category before picking a word.) To return to the Story Menu, press the <ESC> (**M**:TAB) key. IBM mouse users will have to use the right-hand button on the mouse device to return to the story menu.

Option 3: TYPING

TYPING appears on the Story Menu only when it is set to ON in Challenge Upgrade™. Dashes will appear where the letters will be entered on the writing screen. When the word is completed, the player presses the <I:ENTER/**A**:RETURN> key. A new set of dashes will appear. To stop typing, press the <ESC>(**M**:TAB) key.

Option 4: ERASE

To erase, first move the bunny on top of the picture or word to be erased. Then press the <Space Bar> to position the large arrow over **ERASE** on the Story Menu and press <I:ENTER/**A**:RETURN>. (IBM mouse users: position Cotton with pointer, then select erase option using mouse.) As on a regular word processor, this **ERASE** function not only erases both pictures and words, but it also erases empty spaces.

Option 5: COPY

The last picture or word placed can be copied anywhere in the writing area. For instance, the last picture entered is a picture of a baby. The player wants the same picture at the very beginning of the story. Move Cotton to the place where the baby is to appear and choose **COPY** from the Story Menu.

COPY also has another special use. If the player erases a picture/word and changes his mind, choosing **COPY** will cause the picture/word to reappear in the same place, provided that Cotton has not been moved from that place.

Files

FILES only appears on the Story Menu when **TYPING** is turned OFF in Challenge Upgrade™. When the player selects **FILES**, the Utilities Menu will appear. (See Using the Disk Utilities on page 7.)

If **TYPING** is turned ON, the menu for the Disk Utilities is selected by pressing the

<ESC>(**M**:TAB) key. IBM mouse users may select the Disk Utilities menu by pressing the right-hand key on the IBM mouse.

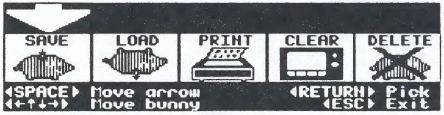
Playing Hints

Players should practice with the instructions offered in the opening menu before beginning to play. Non-readers will need help following the instructions. There are several keys used to enter pictures and words onto the writing screen: the <Space Bar>, the <**I**:ENTER/**A**:RETURN> key, the <ESC>(**M**:TAB) key and the four arrow keys (or two arrows and the <A> and <Z> keys on the Apple II+). Young players may need help finding and remembering these keys. You may wish to mark these keys with a washable marker or small stickers until players are more familiar with the keyboard.

Using the Disk Utilities

To reach the Disk Utilities, press the ESC (**M**:TAB) key. If **TYPING** is set to OFF in Challenge Upgrade™, **FILES** will appear on the Story Menu. In this case, you may select **FILES** (instead of pressing the <ESC>(**M**:TAB) key or using the mouse) from the Story Menu to reach the Disk Utilities.

The following menu will appear:



The utilities on this menu are easy to use. However, non-readers may need help from a parent, teacher or an older child to use some of these utilities.

Option 1: SAVE

Select to save work onto a data disk. On-screen directions will tell the player to name the work and place a data disk into the disk drive.

An empty disk should be labeled and set aside to save work. The program will automatically format disks as needed.

IBM USERS: The data disk needs to be formatted with DOS before use. Consult your DOS manual for directions.

Option 2: LOAD

Select to load work that was previously saved on a data disk. Follow screen prompts to put your data disk into the disk drive. The name of each file on the data disk will be

displayed. Use the <Space Bar> and <I:ENTER/A:RETURN> key to choose the desired file.

Option 3: PRINT

Pick **PRINT** when ready to print out work. On the printing menu, the player may select from **SET OPTIONS** or **START PRINTING**. The first time the data disk is used, the parent or the teacher will need to set up the printing options. To do this, choose **SET OPTIONS**. The following choices appear:

Graphics
Worksheets
Text

Graphics

Select **Graphics** for picture printouts. The screen will prompt you to choose:

1. The type of printer you are using (for Apple computers only)
2. The size of the print (large or small)
3. White or black background for the picture (white is preferable)
4. The position of the printout (available only when you select the small print size)

Worksheets

By selecting **Worksheets**, you will be able to present material in worksheet format. When the screen prompts you to enter a description, type in the assignment. For example, type "Place an X on the picture that does not belong." Next, follow screen prompts to view and select one of the six grid formats available for your worksheet. The grid you select will be placed directly over the graphics and text you entered onto the **Cotton Tales**™ writing screen. You may start printing or return to the disk utilities to save your completed worksheet.

NOTE: *To ensure that* ***Cotton Tales***™ *is ready for children to use, reset the print options from* ***Worksheets*** *to* ***Graphics*** *or* ***Text*** *when you have finished.*

Text

Select **Text** only if you want pictures to be translated into words.

Once the printing options are set, select **START PRINTING** to print. These printing options will be saved onto the data disk.

Option 4: CLEAR

Select **CLEAR** to clear the screen and restart your work if this is necessary. The program will ask, "Are you sure you want to clear the screen? (Y/N)." Type <Y> for yes or <N> for no.

Option 5: DELETE

Select **DELETE** to remove files from the data disk. This lets the player clean out files to make room for new files. Use the <Space Bar> and <I:ENTER/**A**:RETURN> key to select the file to be removed. Then follow screen prompts to return to play.

NOTE: *To leave the Disk Utility Menu, press <ESC>(**M**:TAB) or, if you are using the mouse, press the "other menu" button on the right hand side of the mouse housing.*

MACINTOSH USERS: Return to the main menu and follow the on-screen prompts to exit the program. The computer will eject your program disk automatically.

IBM USERS: Press the <Q> key to quit to DOS. If you have an IBM w/mouse attachment, go to the Disk Utility menu and position the pointer where it says "CLICK HERE TO QUIT" on the screen and press the mouse control button.

Challenge Upgrade ™

By choosing Challenge Upgrade™ from the Main Menu, you will be able to make many changes in **Cotton Tales™**. Challenge Upgrade™ is designed to help you tailor **Cotton Tales™** to individual users and to constantly changing learning needs. For example, a non-reader would do best with **TYPING** turned OFF, using a small selection of pictures and only custom words (the child's name and other words he or she will recognize). As the player's skills grow, more and more features should be added to the program. This will help build skills and keep interest levels high.

The Challenge Upgrade™ Menu contains the following options. Follow the onscreen instructions to set options.

Typing: ON/OFF

Often children want to type in their own words. When **TYPING** is set to ON, this option appears on the Story Menu. When set to OFF, **TYPING** disappears from the Story Menu.

Text: LEFT/CENTER/RIGHT

Select this option to center, left justify, or right justify each word you type in. However, if you intend to type in words that are longer than seven letters, it is best to select **LEFT**. This helps to maintain justification consistency in your work because words longer than seven letters will not be centered or right justified.

Grouping: ON/OFF

When **GROUPING** is set to ON, pictures and words will be grouped according to their categories. Therefore, children will be able to select the pictures or words by category .

When **GROUPING** is set to OFF, pictures and words will not be grouped according to categories. Words will appear in alphabetical order. If the full dictionary is in use, it may take quite a while to get to a desired word. Setting **GROUPING** to OFF is most helpful when few pictures and words are being used.

All Capitals: ON/OFF

When **ALL CAPITALS** is set to ON, all words in the Word Dictionary will appear in upper case.

Word Dictionary

The dictionary is set up alphabetically. You may turn each letter set ON or OFF. Use on-screen prompts to view words, select and pick.

Entering Custom Word List

Sets 22-28 of the Word Dictionary in Challenge Upgrade™ provide room for you to enter your own word lists. Each set has space for 24 seven-letter words. Begin by typing in a name for your list. Use the <Space Bar> to select the box for your word and press <**I**:ENTER/**A**:RETURN>. Type in the word and press <**I**:ENTER/**A**:RETURN>. Continue in this way until all words have been entered. Follow screen directions to edit word lists.

Picture Dictionary

The Picture Dictionary offers twelve categories of pictures: People, Toys, Holiday, Outside, Food, Animals, Zoo, House, Things, Action, Numbers and Symbols. Each set may be turned ON or OFF. Follow screen directions to view, select and pick.

Cotton Plus: ON/OFF

If you have purchased our **Cotton Plus**™ disk, turn this option ON. This supplemental disk lets the child access all of the pictures, word lists and custom word lists from **Cotton Tales**™ as well as 160 additional pictures contained on the **Cotton Plus**™ disk.

Sound: ON/OFF

If the **SOUND** is disturbing to others, it may be turned OFF.

Printing: ON/OFF

If a printer is not attached or for any reason printing is not desirable, turn **PRINTING** OFF. A message will inform the player that **PRINTING** is turned OFF if he or she should select this option later on.

Should you find **PRINTING** turned OFF unexpectedly, save your work first, then change the printer setting in Challenge Upgrade™.

Statistics

There are:

-616 words in the Dictionary, plus space for adding 168 additional words.

-192 pictures in the Picture Library.

-3 lines on each writing screen before the screen scrolls down and room for 25 lines of picture /word text before it becomes necessary to save and print.

A maximum of 60 "Tales" may be saved on a data disk.

For Further Study

1. Some word processing features to practice:

Insert: Enter a picture of a woman and a picture of a man. Then put the picture of a plus sign in between the man and the woman. To do this, place the bunny on top of the man. Then pick the plus sign from the Picture Library. The plus sign will appear, and the man will move over to the right.

Scroll: Fill the first line with pictures of animals. Fill the second line with pictures of people. Fill the third line with pictures of things. Fill the fourth line with numbers. Now ask the player to go back to the first line and find the animals.

Erase: Fill three rows with various shapes. Move the bunny back to the first shape. Return to the Story Menu to pick **ERASE**. Erase all the shapes by pressing <**I**:ENTER/**A**:RETURN>. Fill the screen with shapes again, and this time erase only the shape in the center of the screen.

Copy: Place a picture of a car in the first space of the writing area. Return to the Story Menu to select **COPY.** Press <I:ENTER/A:RETURN> four times, until the top line contains five cars. Move the bunny down to the beginning of the next line and write a note to a friend on the new "stationery."

Clear: Fill the screen with 15 pictures or words. Go to the Disk Utilities and select **CLEAR**. Press <Y> when the program asks, "Are you sure you want to clear the screen?" This is much faster than erasing a whole story.

Utilities: Practice saving, loading, deleting and printing. With just the touch of a few keys, the computer will do a lot of hard work.

2. Make something special:

Use the Award Seal (in the picture category "Things") to make awards for Mom, Dad, teachers, and friends. Put seals in each corner. Use pictures and words in the center.

Have the child make a pictorial "wish list" of things that he or she would like for Christmas or Hanukah. Then "translate" it into words by selecting TEXT in the printing options.

Ask the child to keep a picture diary of people and things he or she saw and did. Begin with a one-day diary. Then try to do a full week.

Make cards, covers for reports, posters, alphabet books and riddles. Make wrapping paper for gifts, menus for meals and invitations.

Picture Dictionary Graphics

People:

baby
man
woman
girl
boy
doctor
Indian
robot
monster
witch
mouth
eye
ear
hand
foot
sneakers

Toys:

ball
balloon
bat and ball
pail and shovel
drum
doll
bicycle
wagon
kite
sled
ice skates
top
football
yo-yo
swing set
sandbox

Holidays:

flag
birthday cake
Christmas tree
turkey
snowman
Mayflower
jack-o-lantern
ghost
angel
pilgrim man
pilgrim lady
Menorah
fire cracker
skeleton
party hat
Father Time

Outside:

airplane
train
rocketship
car
bus
boat
truck
world
sun
moon
tree
leaf
flower
bush
lightning
cloud

Food:

apple
sandwich
pear
milk
ice cream cone
hot dog
hamburger
bread
lollipop
bowl of cereal
steak
cheese
fish
carrots
refrigerator
stove

Animals:

pig
owl
rabbit
mouse
bumble bee
horse
frog
duck
dog
cow
chicken
cat
bird
turtle
deer
lamb

Zoo Animals:

monkey
lion
giraffe
elephant
zebra
bear
rhinoceros
ostrich
snake
lizard
kangaroo
octopus
whale
shark
penguin
seal

House:

library
igloo
house
office building
school
store
tent
chair
bed
tub
TV
telephone
stairs
lamp
couch
desk

Things:

bell
book
brush and comb
camera
clock
computer
hammer
key
money
pencil
piano
rake
spoon
fork
knife
award

Numbers:

0
1
2
3
4
5
6
7
8
9
10
square
star
heart
circle
triangle

Action Graphics:

writing
reading
washing
working
swimming
clapping
crying
jumping
give/take
looking
listening
running
walking
singing
sleeping
laughing

Signs:

+
-
?
.
,
"
(
)
*
&
=
¢
$
#
!
%

Methods & Solutions, Inc.
Tucson, Arizona
16

Copyright © 1991
Printed in U.S.A.
All Rights Reserved

Portions copyrighted by Microsoft, 1981.

©1989 Methods & Solutions, Inc.

POSTAGE
REQUIRED
PLACE STAMP
HERE

Unit 350, P.O. Box 36491
Tucson, AZ 85740

Key to Knowing

WARRANTY REGISTRATION

Name _____

Address _____

City _____ State _____ Zip _____

Phone (____) _____

Date Purchase Received: _____

MindPlay Product Purchased: _____

Where Purchased: _____

Computer Owned: Brand _____ Model _____

Age of Principal Users: _____ Male ☐ Female ☐

How did you learn about MindPlay? ☐ Advertisement ☐ Catalog ☐ Word-of-Mouth

☐ Store Display ☐ Other

Key to Knowing

Mindplay

WARRANTY

CONGRATULATIONS! You have purchased a quality educational product from MindPlay. We are dedicated to publishing programs that are educationally sound and highly motivating. If you have any ideas or suggestions on how to improve our programs, drop us a line. Please let us hear from you. Our goal is to provide the best products for your enjoyment.

ALL MINDPLAY PRODUCTS ARE PROTECTED. ANY ATTEMPT TO COPY A MINDPLAY DISK MAY PERMANENTLY DAMAGE THE DISK AND VOID THE WARRANTY. All MindPlay products are sold *AS IS* without warranty either expressed or implied as to the usage or performance. The user, not the manufacturer, distributor or retailer, assumes all cost of any necessary service or repair. PUBLISHER warrants that any MindPlay disk be free from defects in materials and workmanship for the life of the disk. PUBLISHER will replace any defective or damaged MindPlay disk free for 90 days, thereafter for a handling cost of $5.00 when accompanied by the original purchaser's disk and proof of purchase or enclosed **WARRANTY REGISTRATION** card.

Backup Disk

Send in your **Mind*Play*** *Warranty Card for a* **Mind*Play*** *Backup disk.*

- Fill out Warranty Card.
- Send Sales Receipt indicating product purchased.
- Select correct machine.
- Select disk size.
- Enclose Check for $10.00

Mail To: **Mind*Play***
Unit 350, P.O. Box 36491
Tucson, AZ 85740

Disk Size	Machine			
	Apple	Apple IIgs	IBM/Tandy	Mac
3.5"		☐	☐	☐
5.25"	☐		☐	

Cotton Tales™
Mindplay®
©Methods & Solutions, Inc.
Made in U.S.A. All Rights Reserved.
For Apple II, IIe, IIc/48k/3.3 DOS
DOS 3.3 Copyright 1984, Apple Computer, Inc.
994000